

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

RECORD KEEPING/WRITTEN RECORDS

POLICY 3460.1

ADOPTED: 01/22/91

AMENDED: 05/18/93

All business records will be kept secure by the administration. The Vice President of Business Services will develop regulations indicating who has access to records and under what conditions.

The records storage areas and all files containing business records will be locked at all times when not in use.

Records will be kept according to state law. Additionally, the Business Office will receive and maintain a copy of all contracts entered into by any department within the College.